

S-E-C-R-E-T

FI/RI-56/1753
27 November 1956

MEMORANDUM FOR: All Senior Staffs and Area Divisions

SUBJECT : RI Cable Carding Notations

1. An Employee Suggestion recently received in the Records Integration Division for evaluation proposed that a notation be made on cables identifying the subject of a cable when not specifically stated. The purpose of this notation would be to effect savings in time and effort in the Clandestine Services presently required for locating incoming references in order that cable requests for information and the answer may be filed together for future reference.

2. In line with the above approved suggestion, wherever the subject of a cable is not stated for savings in word groupings, originators of cables are requested to place notations identifying the subject below the "End of Message" line in the following instances insofar as security will permit.

a. Where a cable pertains to a single individual or impersonal name.

Examples:

- (1) RI: Subject is (name),
201-(number).
- (2) RI: Subject is Alphabeta
Company of New York

b. Cables which carry information on several subjects not specifically stated in the body of the cable.

Examples: RI:

- (1) Re. Paragraph 1. Subject is (name),
201-(number).
- (2) Re. Paragraph 2. Subject is (name),
201-(number).
- (3) Re. Paragraph 3. Subject is (name),
etc.

S-E-C-R-E-T

S-E-C-R-E-T

c. Cables pertaining to projects where the project cryptonym is not mentioned in the body of the cable or used as an indicator.

Example:

RI: Project XYEXAMPLE (RI File Number)

3. The above notation is to be typed on the cable master at the time of preparation, although this notation will not be transmitted.

4. If additional information is desired regarding the above procedure, please contact [REDACTED] Supervisor, RI/Analysis Section on Extension 3211.

25X1A

[REDACTED]

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Chief, RI

S-E-C-R-E-T